



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012-3873
PHONE: (213) 974-8301 FAX: (213) 626-5427

WENDY L. WATANABE
AUDITOR-CONTROLLER

MARIA M. OMS
CHIEF DEPUTY

April 8, 2009

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS
JOHN NAIMO

TO: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT - DANGERFIELD
INSTITUTE OF URBAN PROBLEMS - DANGERFIELD GROUP HOME -
SITES 1, 2 AND 3**

We have completed a review of Dangerfield Group Homes Sites 1, 2 and 3 (Group Home or Agency) operated by Dangerfield Institute of Urban Problems. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Dangerfield Group Home Site 1 is a six-bed facility, which provides care for boys ages 7-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Dangerfield Group Home Site 1 was providing services for six DCFS children.

Dangerfield Group Home Sites 2 and 3 are each six-bed facilities, which provide care for girls ages 7-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Dangerfield Group Home Sites 2 and 3 were each providing services for five DCFS children.

All three Group Homes are located in the Second District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. In addition, the review covers basic child safety

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and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, employee records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement, except for a few deficient areas. All three Group Homes need to provide children with the required minimum weekly allowance and encourage and assist children in creating photo albums/life books.

Dangerfield Group Home Site 3 needs to replace the broken blinds and missing knobs on the dresser in bedroom one. The Group Home also needs to maintain comprehensive Needs and Services Plans (NSPs) that include short and long term goals and include input from all members of the treatment team in the development and implementation of the NSPs.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (213) 253-0301.

WLW:MMO:DC:AA:bg

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Ted Myers, Chief Deputy Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Connie Dunn, Board Chair, Dangerfield Group Homes
Elouise Dangerfield, Executive Director, Dangerfield Group Homes
Public Information Office
Audit Committee

**Dangerfield Institute of Urban Problems
Dangerfield Group Home Site 1
Los Angeles, California 90047
License Number: 191800563
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Dangerfield Site 1 Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement. The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which

they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations**1. Dangerfield Group Home management:**

- a. Provide children with the required minimum weekly allowance.
- b. Encourage and assist children in creating and maintaining photo albums/life books.

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Six

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

There are no recommendations for this section.

**Dangerfield Institute of Urban Problems
Dangerfield Group Home Site 2
Los Angeles, California 90043
License Number: 191801451
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Dangerfield Site 2 Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement. The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive and include short and long term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

There are no recommendations for this section.

III. Educational and Emancipation Services**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities**Method of assessment – Review of relevant documents and interviews**

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which

they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

1. Dangerfield Group Home management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Four

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

There are no recommendations for this section.

**Dangerfield Institute of Urban Problems
Dangerfield Group Home Site 3
Los Angeles, California 90047
License Number: 198205013
Rate Classification Level: 11**

I. Facility and Environment

Method of assessment – Observation

Comments:

Dangerfield Site 3 Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space and window screens are in good repair. The mattresses are comfortable, the beds all have a full complement of linens, and children's sleeping arrangements are appropriate. However, the window blinds are broken and there are missing knobs on the dresser in bedroom one.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Dangerfield Group Home management:

- a. Repair or replace the broken window blinds in bedroom one.
- b. Replace the missing knobs on the dresser in bedroom one.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current. However, the NSPs are not comprehensive, do not include short or long term goals, and do not include input from all members of the treatment team in the development or implementation of the NSPs.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

2. Dangerfield Group Home management:

- a. Include input from all members of the treatment team in the development and implementation of the NSPs.
- b. Maintain comprehensive NSPs that include short and long term goals.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities**Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest. The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication**Method of assessment – Review of relevant documents****Comments:**

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendation

There are no recommendations for this section.

VI. Personal Rights**Method of assessment – Interviews with children****Sample size: Two****Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides appropriate clothing, items of necessity and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

3. Dangerfield Group Home management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining photo albums/life books.**

VIII. Personnel Background Checks

Method of assessment – Review of relevant documents

Sample size: Three

Comments:

The Group Home has obtained the required criminal and child abuse clearances for their employees.

Recommendation

There are no recommendations for this section.

DATE: October 20, 2008

TO: Candace Rhue, Group Home Audit Supervisor
Department of Auditor-Controller, LA County

FROM: Lorrie Irving, Assistant Executive Director
Dangerfield Institute of Urban Problems *Lorrie Irving*

RE: CORRECTIVE ACTION PLAN-PROGRAM AUDIT

Dangerfield Institute of Urban Problems has **MODIFIED** the following plan to address the program audit findings which took place July 10, 20008 – Group Home Program.

Site #1 – License #: 191800563

VII. Clothing and Allowance

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

Recommendations

- I. Dangerfield Group Home Management.
 - a. Provide children with the required minimum weekly allowance.

CORRECTIVE ACTION:

Effective the week of September 15, 2008, all minor's in the group home will receive their allowance every Friday. To ensure that this deficiency will not occur again in the future, the assistant executive director has provided each facility with a *LIC 405 form – Record of Client's/Resident's Safeguarded Cash Resources*.

Each resident will sign the form upon receiving their weekly allowance. (See Attached Sample). The form will be filed in the case record at the end of each month. The Facility Manager will check every Monday to see if the form was filled out correctly from when the funds were disbursed on the previous Friday to ensure that dates, amounts, staff and resident's signatures were properly filled-out.

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The facility manager (Bernice Lombard) will submit all weekly allowance logs (LIC405) on the 5th of the following month to the assistant executive director's office (Lori Irving).

The assistant executive director will then check or appoint a designee to double check all allowance sheets turned in by facility, before filing the forms for the month.

All resident's will receive their weekly allowance in accordance with LA County guidelines and shall be given by the resident's age. *(Please see Allowance Breakdown Grid).*

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

Recommendations

1. Dangerfield Group Home Management.
 - b. Encourage and assist children in creating and maintaining photo albums/life books.

CORRECTIVE ACTION:

Dangerfield has offered the option of developing Life Books to its residents over the years. The option is generally offered during the week when Milieu Therapy Groups are being offered. While Milieu therapy is designed to explore the dynamic of living together as a cohesive unit, the Life Books were facilitated to foster the minor's self-concept and experience the importance of preserving visual items that lends evidence to their life experience. The process also allows the minor to gain insight into the perception of the relationships of the "I" or "me" to others as well as other aspects of life.

Effective the week of October 13, 2008, Dangerfield will have a independent contractor who will provide the primary facilitation for having the residents work through the process of their self-concept and how they see themselves. These groups will take place one time per month at each Dangerfield site.

Administration will purchase each resident a photo album that will be individually labeled with each resident's name. Each resident will keep their own photo album in their own room, and be required to sign a form baring evidence that they received a photo album.

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All childcare staff when performing daily and weekly room checks are to make sure that each resident's photo album is in the resident's room. The photo album will be added to the Room Check List. When a photo album is missing, the childcare worker will make the report to the facility manager, who will make the report to the program administrator.

All monthly groups will have a sign-in sheet and a summary of the minor's participation level and focus topic for that month. Those summaries will be kept in a binder at each group home site.

Site #2 – License # 191801451

VII. Clothing and Allowance

Recommendations

3. Dangerfield Group Home Management.
 - a. Provide children with the required minimum weekly allowance.
 - b. Encourage and assist children in creating and maintaining photo albums/ life books.

CORRECTIVE ACTION PLAN:

Effective the week of September 15, 2008, all minor's in the group home will receive their allowance every Friday. To ensure that this deficiency will not occur again in the future, the assistant executive director has provided each facility with a *LIC 405 form – Record of Client's/Resident's Safeguarded Cash Resources*.

Each resident will sign the form upon receiving their weekly allowance (See *Attached Sample*). The form will be filed in the case record at the end of each month. The Facility Manager will check every Monday to see if the form was filled out correctly from when the funds were disbursed on the previous Friday to ensure that dates, amounts, staff and resident's signatures were properly filled-out.

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The facility manager (Crystal Dixon) will submit all weekly allowance logs (LIC405) on the 5th of the following month to the assistant executive director's office (Lori Irving).

The assistant executive director will then check or appoint a designee to double check all allowance sheets turned in by facility, before filing the forms for the month.

All resident's will receive their weekly allowance in accordance with L.A. County guidelines and shall be given by the resident's age. *(Please see Allowance Breakdown Grid).*

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

CORRECTIVE ACTION:

Dangerfield has offered the option of developing Life Books to its residents over the years. The option is generally offered during the week when Milieu Therapy Groups are being offered. While Milieu Therapy is designed to explore the dynamics of living together as a cohesive unit, the Life Books were facilitated to foster the minor's self-concept and experience the importance of preserving visual items that lends evidence to their life experience. The process also allows the minor to gain insight into the perception of the relationships of the "I" or "me" to others as well as other aspects of life.

Effective the week of October 13, 2008, Dangerfield will have a independent contractor who will provide the primary facilitation for having the residents work through the process of their self-concept and how they see themselves. These groups will take place one time per month as each Dangerfield site.

Administration will purchase each resident a photo album that will be individually labeled with each resident's name. Each resident will keep their own photo album in their own room, and sign baring evidence that they received a photo album.

All childcare staff when performing daily and weekly room checks are to make sure that each resident's photo album is in the resident's room. The photo album will be added to the Room Check List. When a photo album is missing, the childcare worker will make the report to the facility manager, who will make the report to the program administrator.

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All monthly groups will have a sign-in sheet and a summary of the minor's participation level and focus topic for that month. Those summaries will be kept in a binder at Site #2.

Site #3 – License #: 198205013:

I. Facility and Environment

Recommendations

2. Dangerfield Group Home management.
 - a. Repair or replace the broken window blinds in bedroom one.
 - b. Replace the missing knobs on the dresser in bedroom one.

CORRECTIVE ACTION PLAN:

- a. In lieu of replacing broken window blinds, administration has replaced the blinds with shades and curtains.
- b. All knobs for the dresser in bedroom # 1 have been purchased and put on the dresser. (Please see attached receipts).
- c. Effective immediately, the staff will fill-out a Facility Repair form relative to the item and/or items that require repairing and submit to the facility manager (Tommy Brown), who will submit the form to administrator (Lon Irving) to ensure that the task is assigned to the on-site maintenance person.

II. Program Services

Recommendations

2. Dangerfield Group Home management:

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- a. Include input from all members of the treatment team in the development and implementation of the Needs and Service Plan.
- b. Maintain comprehensive Needs and Service Plans that include Short and long term goals.

CORRECTIVE ACTION PLAN:

- a. Effective October 1, 2008, the Treatment Team at Site #3 shall meet the last Wednesday of each month, utilizing a Clinical Staffing/Case Conference Model to discuss each resident's Needs and Service and ensure that the team are all working on the same issues relative to the development and who will provide the implementation.
- b. To ensure that all Needs and Service Plans are comprehensive and include short and long term goals; the Treatment Team will be made up of the following persons: Facility Manager, Administrator, Group Home Therapist, Placement Worker and Mental Health Professional, and when possible, the resident will participate as apart of that team.

VII. Clothing and Allowance

Recommendations

- 3. Dangerfield Group Home management.
 - a. Provide children with required minimum weekly allowance.
 - b. Encourage and assist children in creating and maintaining photo Albums/life books.

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CORRECTIVE ACTION PLAN

The facility manager (Tommy Brown) will submit all weekly allowance logs (LIC405) on the 3rd of the following month to the assistant executive director's office (Lori Irving).

The assistant executive director will then check or appoint a designee to double check all allowance sheets turned in by facility, before filing the forms for the month.

All resident's will receive their weekly allowance in accordance with LA County guidelines and shall be given by the resident's age. *(Please see Allowance Breakdown Grid).*

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating or maintaining photo albums/life books.

CORRECTIVE ACTION:

Dangerfield has offered the option of developing Life Books to its residents over the years. The option is generally offered during the week when Milieu Therapy Groups are being offered. While Milieu Therapy is designed to explore the dynamics of living together as a cohesive unit, the Life Books were facilitated to foster the minor's self-concept and experience the importance of preserving visual items that lends evidence to their life experience. The process also allows the minor to gain insight into the perception of the relationships of the "I" or "me" to others as well as other aspects of life.

Effective the week of October 13, 2008, Dangerfield will have a independent contractor who will provide the primary facilitation for having the residents work through the process of their self-concept and how they see themselves. These groups will take place one time per month as each Dangerfield site.

Administration will purchase each resident a photo album that will be individually labeled with each resident's name. Each resident will keep their own photo album in their own room, and sign baring evidence that they received a photo album.

All childcare staff when performing daily and weekly room checks are to make sure that each resident's photo album is in the resident's room. The photo album will be added to

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the Room Check List. When a photo album is missing, the childcare worker will make the report to the facility manager, who will make the report to the program administrator.

All monthly groups will have a sign-in sheet and a summary of the minor's participation level and focus topic for that month. Those summaries will be kept in a binder at Site #3.